

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

EMS 032**EFFECTIVE DATE:**

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Disaster Medical Services Division	3. CLASS TITLE Health Program Specialist I
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-8338-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Health Program Manager-I, the Health Program Specialist I is a member of the Hospital BioTerrorism Prevention Program and is responsible for performing the following duties:

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
40%	<p>ESSENTIAL FUNCTIONS</p> <p>In order to achieve operational efficiency, working as part of a team with lead responsibility in planning, organizing and preparing for disaster medical response operations as directed by management in accordance with the appropriate California Codes, Regulations, statutes, and department policy and procedures.</p> <p>In order to ensure the accuracy and completeness of a variety of disaster medical preparedness and response issues:</p> <ul style="list-style-type: none"> Analyzes and develops issue papers and concept papers, including policies or legislation affecting disaster medical program development using Microsoft Word, PowerPoint, Excel and/or Access in accordance with departmental policies and procedures. Develops and implements policy relative to the State's role in disaster medical response planning, preparedness, response, and recovery transcending multi-level public jurisdictional and private sector interests using Microsoft Word, PowerPoint, Excel and/or Access in accordance with departmental policies and procedures.
25%	<p>In order to oversee work products of assigned teams and perform the more difficult technical work required by the project the incumbent will:</p> <ul style="list-style-type: none"> Develops, maintains and implements disaster medical response plans, medical mutual aid plans, communication plans, plan annexes, policies, procedures and protocols in accordance with departmental policy and procedures; using Microsoft Word, PowerPoint, Excel and/or Access and previously developed templates. Develops and maintains State-level medical disaster response readiness by participating, developing, and implementing training and exercise programs using the Office of Domestic Preparedness (ODP)/FEMA exercise models and in accordance with office policies and procedures.

<div data-bbox="185 128 241 155" data-label="Text"> <p>20%</p> </div> <div data-bbox="185 483 241 510" data-label="Text"> <p>10%</p> </div> <div data-bbox="185 867 233 894" data-label="Text"> <p>5%</p> </div>	<div data-bbox="358 75 732 107" data-label="Section-Header"> <p>Essential Functions (cont.)</p> </div> <div data-bbox="358 126 1523 443" data-label="Text"> <p>In order to ensure that complex projects and/or programs are developed and implemented appropriately the incumbent will:</p> <ul style="list-style-type: none"> ▪ Determines needs by reviewing and analyzing documentation and develops methods using Microsoft Word, PowerPoint, Excel and/or Access to collect, analyze, summarize and present technical data to State, federal, and local partners. ▪ Negotiates, monitors, and evaluates by meeting with and discussing issues with involved parties, tracking MOU and/or contract deliverables and evaluating deliverables against stated objectives of interdepartmental memorandum of understandings and other contractual agreements for furthering the EMS Authorities goals and priorities using Microsoft Word, Outlook, Excel and Access. </div> <div data-bbox="358 478 1487 795" data-label="Text"> <p>In order to ensure the timely and accurate submission of funding applications for the Section or Division under the direction of the Manager:</p> <ul style="list-style-type: none"> ▪ Researches, develops, and submits funding applications through the State budget process, for grants, endowments, and/or other funding mechanisms in accordance with departmental procedures and policies using Microsoft Word, PowerPoint, Excel and/or Access. ▪ Monitors and oversees progress of grant monies use and provides all reports and supplementary materials as requested by funding agencies and relevant oversight agencies in accordance with departmental procedures and policies using Microsoft Word, PowerPoint, Excel and/or Access. </div> <div data-bbox="358 833 695 861" data-label="Section-Header"> <p>MARGINAL FUNCTIONS</p> </div> <div data-bbox="358 865 1520 959" data-label="Text"> <p>Represents the EMS Authority at meetings; serves on task forces and committees as program liaison with local and regional medical and health disaster and terrorism planning and mutual aid groups.</p> </div> <div data-bbox="358 995 773 1022" data-label="Section-Header"> <p>KNOWLEDGE AND ABILITIES</p> </div> <div data-bbox="358 1026 1526 1438" data-label="Text"> <p>Knowledge of: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization; methods and techniques of effective conference leadership.</p> </div> <div data-bbox="358 1476 1520 1982" data-label="Text"> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees. Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative .</p> </div>
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SPECIAL PERSONAL REQUIREMENTS

Travel within and outside the State of California is required for this position. Anticipate approximately 10% travel.

The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in disaster planning, emergency medical services, public health administration and/or a health/medical background.
- Strong written, analytical, interpersonal and oral communications skills,
- Demonstrated ability to act independently, open-mindedness, flexibility and tact.

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary,
- Build good working relationships with constituents, colleagues, and consultants.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, business dress for a professional office
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government
- Ability to consistently exercise good judgment and effective communication skills
- Ability to travel once or twice per month and work overtime as needed.

11. SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE